

REGULAR COUNCIL MEETING

A G E N D A

TOWN OF CHINCOTEAGUE

September 20, 2007 - 7:30 P.M. - Council Chambers - Town Hall

CALL TO ORDER

INVOCATION BY COUNCILMAN ROSS

PLEDGE OF ALLEGIANCE

PRESENTATION

OPEN FORUM / PUBLIC PARTICIPATION

AGENDA ADDITIONS/DELETIONS AND ADOPTION:

1. Consider Adoption of the Minutes
 - Regular Council Meeting of August 6, 2007 (Page 2 of 39)
2. Consider a Temporary Pump & Haul at the Old NAPA Store for the YMCA (Page 13 of 39)
3. ANEC, A & N Electric Cooperative Presentation (by Vernon N. Brinkley, President and CEO).
4. Budget and Personnel Committee Report of August 28, 2007 (Councilwoman Conklin)
The following action by the Committee occurred and will need to be acted upon:
 - Consider the Proposed Budget Amendment for FY “07” (Page 14 of 39)
5. Resolution, Correction of the General Public Improvement Obligation Bond (2005) (Page 31 of 39)
6. Setting the Date for a Public Hearing for a repeal of Section 2.149 Sight Distance Triangle (Page 34 of 39)
7. Setting the Date for a Public Hearing to change the Zoning Ordinance for Exterior Door Landings (Page 35 of 39)
8. Safety & Transportation Committee Report of September 6, 2007 (Mayor Tarr) (Page 37 of 39)
9. Mayor & Council Announcements or Comments
(Note: Roberts Rules do not allow for discussion under comment period)
10. Closed Meeting in Accordance with Section 2.2-3711(A) (1) of the code of Virginia.
 - Personnel Matters

ADJOURN:

Regular Council Meeting

CHINCOTEAGUE TOWN COUNCIL

The Regular Council Meeting was held on September 4, 2007 at 7:30 p.m. with Mayor John H. Tarr presiding. Council members present were Ms. Anita Speidel (Vice Mayor), Ms. Nancy B. Conklin, Mr. Terry Howard, Ms. Ellen W. Richardson, Mr. David Ross, and Mr. Glenn B. Wolfe.

Council Staff members present were Police Chief Lewis, Mr. Ritter, Mr. Anderson, Mr. Cosby, and Town Solicitor Poulson.

Call to Order

Mayor Tarr called the meeting to order at 7:35 p.m.

Invocation

Councilman Howard offered the invocation.

Pledge of Allegiance

Mayor Tarr led the Pledge of Allegiance.

Open Forum/Public Participation.

- Mr. David W. Lewis came before Council to discuss concerns with the Trolley. He also had concerns about the new imposed trash fee and the rumor of the Town purchasing more property.
- Mr. Daniel Williams expressed concerns with the increase in the service fee for the water department to go out and shut off and/or turn on the water valve.
- Mr. Nick Grief expressed concerns that Council should not have created a trash fee but increased taxes to absorb the rising cost of trash. His main concern was that the tax could be a write-off and the trash fee was not.
- Ms. Tina Zoller also expressed concerns about the trash fee should have been an increase in taxes. She also would like to have a better recycle program and thought we had shortened the length of time for cardboard recycling. It was mentioned that the cardboard recycling program time duration was shorten a year ago to 3 months.

Agenda Additions/Deletions and Adoption

Councilwoman Howard motioned, seconded by Councilwoman Conklin, to adopt the agenda as presented. The motion was unanimously approved.

1. Approval of the Minutes of the August 6, 2007 Council Meeting.

Councilman Wolfe motioned, seconded by Councilwoman Conklin, to approve the minutes of August 6, 2007. The motion was unanimously approved.

2. Public Hearing for Possible Zoning Changes to Condominiums, Townhouses, and Multi-family Dwellings in C-1, and C-2 Districts

The Mayor began discussions by opening up the floor for public comment.

- Mr. Mike McGee is concerned because he has a townhouse project that he has invested a significant amount of money in. He is concerned about whether his project will be grandfathered.
- Mr. Donald Thornton is concerned that the Town's Planner does not have any experience with Virginia Law. Mr. Thornton asked the Council how conditional zoning will be a benefit to taxpayers, and citizens. Mr. Thornton stated that he would like to see more public participation over this issue. He commented that when a government entity downzones it impacts the value of the land and also the ability to borrow money using this land.
- Mr. Thomas Clark started by asking what is the real reason the Town is doing away with the Townhouse option? Mr. Anderson stated that there are two reasons he thought were important. The first being that it gives elected officials discretion for the well-being of the Town, the second reason being it can be used as a mechanism to protect all the commercially zoned parcels from becoming residential.
- Mr. Richard Conklin stated that for four or five years he has had to come to these meetings to defend his property rights. He asked Council to not downzone so that his property is worthless.
- Mr. Edward Tull who owns Inlet View Campground also wants to know if he will be grandfathered, and also believes in having personal property rights.

Mayor Tarr closed the public comment portion for this agenda item.

Councilwoman Conklin agreed with everyone who spoke, she feels the same way. We should promote landowners rights. In addition we should allow for our consultants to come and explain their proposals.

Councilwoman Richardson stated that we should slow things down and allow for the stakeholder meetings, she will not support this agenda item right now.

Councilman Howard feels that it is a good thing that more people are involved in Council meetings. The critical issue with this agenda item is the concept of private property rights.

Councilman Wolffe stated that when an individual buys in a commercial district there should not be a guaranteed right for residential use. He does not consider changing some residential uses from permitted by right to conditional use in a commercial district as down zoning. As a conditional use it allows the Town and the developers to work together to develop a plan that is in the best interest of both parties.

Councilman Wolffe makes a motion to change Townhouses, Multi-family dwellings, and Condominiums from permitted by right to conditional use in the C-1 and C-2 districts. The motion was seconded by Vice Mayor Speidel.

Before a vote there was discussion by Vice Mayor Speidel who indicated that they should try to protect the town and help in economic growth of the town and protecting the Commercial areas is one way of trying to bolster economic growth.

Councilman Ross stated that Council has not got to this position without a large amount of input. Theoretically we could lose all the commercial parcels to residential uses. People can say they do not want it to happen but there needs to be a mechanism to prevent it from happening. Councilman Ross is not willing to vote in favor of this item now because he is willing to give the process more time.

Mayor Tarr stated that for many citizens it was not the development that concerned them but it was the potential loss of infrastructure. The Mayor does not mind postponing action until after the stakeholder meetings have been completed.

Councilman Wolffe requested a withdrawal of his previous motion, with concurrence of Vice Mayor Speidel. Councilman Wolffe then set forth a motion to postpone this agenda item for a future date. Ayes- Wolffe, Speidel, Ross, Tarr Nays- Conklin, Richardson, Howard. Motion approved by a simple majority.

3. *Public Hearing for a Possible Zoning Change to the Road Subdivision Ordinance*

Mayor Tarr allowed Mr. Poulson to give a brief summary of the issue for the benefit of the public. Council does not want to be in the business of maintaining driving and parking areas of Townhouses, Condominiums, and Multi-family dwellings.

Mayor Tarr then opened the floor up for public comment.

- Mrs. Mary Jester commented that the first paragraph of the proposed amendment to Sections 14.09 (a) and 15.05(a) are convoluted. She also states that in a major subdivision the roads should always be paved because of the volume of traffic.

Councilman Ross has concerns about leaving too much discretion to the Roads Engineer [Mr. Cosby]; it's not fair to leave all the decisions to him. Mr. Poulson stated that this proposal actually came from staff so they must have thought that they could handle the amount of work.

Councilman Wolffe is fine with this item as long as staff can look at addressing the composition as well as dimensional requirements for ingress/ egress as well as parking lots.

Councilman Wolffe made a motion, seconded by Councilman Howard to amend the Subdivision Ordinance as stated below. Ayes-Wolffe, Howard, Richardson, Speidel, Conklin Nays- Ross.

2.02 Definitions. For the purpose of this ordinance the following definitions shall apply:

Right-of-way. A strip of land dedicated or reserved for a road, crosswalk, sanitary or storm sewer, water main, drainage facility, public utilities, or other specific use to serve the lots within a subdivision. Any right-of-way for subdivision planning purposes under this Ordinance shall be required to be specifically shown on any plat. Any such right-of-way shall

not be situated within the dimensions or area of any such platted lot, unless specifically permitted hereunder.

Road. Any public or private way set aside as a permanent right-of-way for vehicular traffic that results from the subdivision of land, including the entire area within the right-of-way. For purposes of this Ordinance the term “road” shall not include, except as may be specifically required by the Virginia Department of Transportation’s Subdivision Street Requirements, effective January 1, 2005, for inclusion into the secondary system of state highways, those areas within approved townhouse or condominium complexes designated for resident or guest parking and/or utilized to provide ingress and/or egress to and from such designated parking areas.

The term “road” shall include, for the purposes of this Ordinance, the Words Street, highway, avenue, boulevard, alley, lane, and drive.

Road, private. A road owned by one or more persons, restricted in use and not maintained by the Town of Chincoteague, the Virginia Department of Transportation, and one not intended for acceptance by the developer into the state highway system.

Road, public. A road maintained by the Town of Chincoteague or the Virginia Department of Transportation, or one intended for acceptance into the state highway system and approved by the roads engineer as meeting Virginia Department of Transportation Subdivision Street Requirements, as herein provided.

(a) Public roads developed in accordance with the Virginia Department of Transportation 2005 Subdivision Street Requirements, as may be amended from time to time, and eligible for addition to the secondary system of state highways maintained by the Virginia Department of Transportation and/or the Town of Chincoteague, if the developer intends for said roads to be public and not maintained by the developer and/or the owners of lots, parcels, or units within the subdivision; or alternatively, in the event that the developer does not intend such roads to be added to the secondary systems, and with the express written agreement of the subdivision agent, private roads satisfying the following requirements or criteria

1. Street Width and Right of Way.

If there is to be No Parking on Street then there shall be a minimum of 18 feet of pavement width, and a 30 foot Right-of-Way.

If there is to be parking on one side of street then there shall be a minimum of 24 feet of pavement width, and 36 foot Right-of-Way.

If there is to be parking on both sides of the street then there shall be a minimum of 28 feet of pavement width, and a 40 foot Right-of-Way.

Larger widths may be required by the subdivision agent as deemed necessary due to use volumes, traffic densities, the inclusion, or engineering judgment.

2. Road Structure. Paved surfaces shall be constructed in accordance with the current edition of the Virginia Department of Transportation (VDOT) "Pavement Design Guide for Subdivision and Secondary Roads." Other surface materials may be approved for use by the subdivision agent if they are deemed appropriate for the soil characteristics and the intended use of the road.
3. Location. Placement of streets will be considered in relation to existing and planned streets as well as pedestrian or other uses. Land use permits shall be required for connections to public roads.
4. Cul-de-sacs. An adequate turnaround shall be provided at the end of each cul-de-sac, with additional right of way required as needed.
5. Sidewalks, Curbs, Gutters and Driveway Aprons. Concrete structures shall be installed within the right of way and conform to the specifications of the Town of Chincoteague Drawing number 35, "Misc. Concrete Work". If curb ramps are utilized they shall conform to the requirements of the Americans with Disabilities Act.
6. Drainage. The developer shall provide the subdivision agent with an engineer's drawing for approval depicting elevations, impervious surfaces and proposed drainage facilities. The developer shall construct all drainage facilities in accordance with the requirements of the current edition of the VDOT Drainage Manual. If those requirements are not possible to fulfill, they may be waived by the subdivision agent. When required drainage construction necessitates an easement through property outside the right of way, such easement shall be obtained by the developer and shall not be less than ten feet in width. If the development site includes a drainage way that is considered vital for the storm water management of areas outside the subdivision, the subdivision agent may require the developer to deed a maintenance easement to the Town.
7. Traffic Control. Signage and other traffic control devices shall be required in accordance with the current edition of the U.S. Department of Transportation's Federal Highway Administration "Manual on Uniform Traffic Control Devices". 911 signs shall be installed at intersections and street names subject to Town approval. The acquisition and installation costs for traffic control devices will be borne by the developer. If a traffic signal is required, it shall be installed at the developer's expense and in accordance with the requirements of the VDOT resident engineer.
8. Utilities. Easements and utility installations shall be designed in accordance with the current requirements of the Code of the Town of Chincoteague, Virginia as well as any other applicable governmental body, agency or utility provider. It shall be the developer's responsibility to obtain all necessary permits or approvals.

The developer is required to pay an inspection fee during construction in amount set by council each fiscal year.

9. **Street Lights.** Installation of street lights may be required by the subdivision agent at intersections to public roads. Installation shall be the responsibility of the developer and completed in a manner that meets the current requirements of the Town of Chincoteague, VDOT, and the electric utility.
10. **Performance and Surety Bonds.** Performance and surety bonds shall be required in a form mandated by the subdivision agent.
11. **Maintenance.** A legally enforceable covenant or agreement, not subject to modification or revocation, whereby the owners of such lots, parcels or units or an association comprised of such owners shall be financially obligated to maintain such private road in a manner that preserves the conditions created by the above requirements and criteria as deemed necessary by sound engineering judgment.
12. **Other conditions.** In making the determination whether to require public roads or permit private roads in any subdivision and the enforcement of the requirements or criteria set forth above, the subdivision agent shall give consideration to the number of lots involved in said subdivision, the relationship of said road to existing or planned roads, traffic density and volume, the convenience and safety of the public as well as the lot owners in the proposed subdivision, and to other considerations that may have a specific application to the proposed development site. In making the determinations required hereunder the subdivision agent shall consult with the roads engineer and other sources as deemed necessary. The subdivision agent reserves the right to require the developer to obtain professional engineering or consulting services as deemed necessary.
13. The subdivision agent with the concurrence of the road engineer may make reasonable modifications or deviations from the above requirements or criteria as site conditions may deem necessary based on sound engineering judgment.

4. *Public Hearing for a Lot Line Vacation*

The Mayor opened up the floor for public comment regarding the lot line vacation for Racing Moon LLC and Mr. John Dukes.

- Mr. Ed Weilbacher is representing Racing Moon LLC, and N.C.L.T. LLP which owns Lot 19 of the Richardson's Landing Subdivision. Mr. Weilbacher states that his client would like to vacate the lot line so he could build a garage on his property. The property in question is currently owned by Mr. John Dukes.

A question came up as to the legality of adding land to a subdivision. Mr. Poulson stated that it should be legal to do so.

- Mr. Lee Davis asks that Council not approve this request because there will be no way to get to his and other property owner's land on the other side of the canal. The main thing he is concerned about is access to his property. At least postpone this decision until the other property owners can figure out a way to get to their land.

Mr. Poulson stated that the main issue here is if these other property owners have an easement through Lot 19. It was suggested that Mayor and Council postpone any action for adjacent property owners to figure out what is the best course of action. There will be no need to redo the public hearing.

There was a motion by Councilman Wolffe, properly seconded to postpone further discussion of this agenda item for a period of 90 days. Unanimously approved.

5. Ordinance Committee Report of August 8, 2007

Councilman Ross presented the following report:

A. Consider Adoption of the Revised Chapter 58, Article IV (Sec 107), Minimum Sight Distance at Intersections

Mr. Anderson stated that there is a direct conflict between Chapter 58- Vehicles and Traffic and Section 2.149 of the Zoning Ordinance with regards to Sight Distance Triangles. Both make mention of a sight distance triangle, with different dimensions. Mr. Anderson stated that the Planning Commission has already addressed this issue by recommending that Section 2.149 of the Zoning Ordinance be repealed. The Planning Commission however recommended that Section 58-107 be amended to increase the size of the sight distance triangle from "10 feet from an intersecting street" to "15 feet from an intersecting street." Councilwoman Conklin made a motion and a second by Councilman Howard and was unanimous, to make a recommendation to Council that Section 58-107 Erections of Obstructions be amended.

B. Retrofitting Fuel Tanks with Anchors, Presentation by Jared Anderson

Mr. Anderson gave a PowerPoint presentation to the committee introducing the issue of retrofitting fuel tanks with anchors to mitigate some of the damage that might be caused by a flood event. He explained that Chincoteague is part of the National Flood Insurance Program (NFIP) and the Community Rating System (CRS). Because the entire island is in a floodplain people living on the island are required to have flood insurance if they have a mortgage. FEMA requires that all new and substantially improved properties must have their fuel tanks properly anchored; however there is no requirement for existing fuel tanks to be anchored.

Mr. Anderson stated that the main reason that he was coming before the Committee to discuss this issue is for informational purposes. Councilman Howard stated that there is going to be an expense, but he was wondering if by anchoring the fuel tanks the Town might be able to receive a higher CRS rating and thus lower insurance rates. Mr. Anderson said that is something that staff is considering.

A short video by FEMA was shown that explained why fuel tanks need to be anchored and how to anchor them properly and inexpensively.

Councilwoman Conklin asked what the service providers used to anchor their tanks. Mr. Watson of Watson Gas in Atlantic said they use an 18 inch anchor attached to a 3/16" cable. Since the propane tanks are the property of the service provider they are also liable for the tanks if anything should happen. Mr. Watson stated that hazard-wise propane is probably more of a concern, but environmental-wise oil is more of a concern.

Councilman Howard stated that anchors on Chincoteague would probably need to be stronger than the Mainland. Mr. Flournoy of Suburban Propane stated that it is not the length of the anchor that is as important as much as it is the diameter of the anchor. He also commented that fuel oil tanks are much thinner than propane tanks and could puncture more easily.

Councilman Howard is pleasantly surprised that the job of retrofitting could be done relatively inexpensively with anchors. He also likes the idea of having a grace period so that people/service providers have time to get things together. There will be no action taken by the Committee at this time since the purpose of this agenda item was primarily for informational reasons.

Councilwoman Speidel made a motion to adopt the report, seconded by Councilwoman Conklin. The motion was unanimously approved.

- **Councilman Ross moved and seconded by Councilman Howard that Section 58-107, minimum sight distance at intersections, Erections of Obstructions be amended as follows:**

No person, firm, or entity owning, leasing or otherwise in possession of real estate in the town, which real estate is situated adjacent to any highway, street, or public right-of-way, including any sidewalk adjoining thereto, shall erect, place, construct, grow, or otherwise maintain on such real estate or the sidewalk adjacent thereto any improvement, permanent or temporary; any structure; any sign; any banner; any tree, shrubbery, or vine; or any other object or thing which prohibits, restricts, or impedes the operator of any motor vehicle utilizing any highway, street, or public way which intersects with the highway, street or public way adjacent to such real estate from having an unobstructed line of sight of at least 250 feet from the intersection of such highway, street, or public way to observe approaching motor vehicles traveling on the highway, street, or public way adjacent to such real estate. The line of sight will be measured at a point ~~ten~~ **fifteen** feet back from the intersecting street."

The motion was unanimously approved.

6. Harbor Committee Report of August 8, 2007

Councilman Howard presented the following report:

A. Harbor Master Update (Wayne Merritt).

Mr. Merritt reported that subleasing were picking up a bit but still down when comparing to last year at this time.

Five (5) slips may be coming open this up coming month, with one 25 foot slip, one 30 foot slip, and three 40 foot slips. I will be contacting the individuals next on the list to offer the

slips to. Currently we do not have any commercial fisherman on the list at the present time, so we will begin with the list of recreation use from those on the Island first.

Mr. Merritt reported that he will bring more information to the table on a second floating dock as discussed at a previous meeting; currently I am still gathering information for the next meeting.

Mr. Merritt discussed that were having a big problem this year with complaints about the fish cleaning table. He reported that Waste Management was not picking up the waste cans as required and the problem has been fixed. He mentioned the waste cans and the fish cleaning table has been bleached on a regular basis

Mr. Merritt discussed a few problems that we were having with some slip holders (i.e. late paying lease fee, subleasing there slips, and complaints). Sent a letter for payment to Slip 19 with last years address and the letter came back, a boat is in his slip. We will place a note on the boat to get up with harbor master as soon as possible for payment. A few more none payment issues were also brought up by the Harbor Master. Another issue was two signatures on a lease; the committee suggested having the harbor master send a letter with a new lease to have signed by only the original lease holder.

B. Restroom Update.

Mr. Merritt stated office/restroom building and the addition of shower facilities at the downtown restrooms were awarded by Council at their last Council meeting to Rocky Hill Contracting, Inc. of Kenbridge, VA, for \$156,095. This amount was just about seventy thousand dollars cheaper than previous bid.

C. Committee Member Comments.

Mr. Bowden wanted to know how cars were parking around the loading dock. Mr. Merritt explained it happened once because of parking lot overflow. He also mentioned that he will begin giving out parking tickets to cars with trailers parking perpendicular to the striped lines.

Councilman Howard made a motion to adopt the report, seconded by Councilwoman Conklin. The motion was unanimously approved.

7. Recreation and Community Enhancement Committee Report of August 21, 2007

Vice Mayor Speidel presented the following report:

A. Maintenance Code Review

Mr. Anderson addressed the concept of a maintenance code for Chincoteague. The town already has Chapter 46-Solid Waste which addresses some of the concerns of accumulation of trash.

The first document in the agenda packet is an excerpt from the International Code Council's Property Maintenance Code. The state of Virginia has only adopted portions of this code, and it is only the sections that were adopted by the state that the Town can also adopt. Therefore this Code book should be looked at as a foundation. The second document is part of the Municipal Code of Virginia Beach, Chapter 23 which can be used as a model with which the Town of Chincoteague could follow. Councilwoman Richardson asked who would enforce these types of codes if adopted. Mr. Anderson stated that it

would be under the Town Code and thus the Code Enforcement Officer would be in charge of enforcement.

The idea behind presenting this to the committee was to get ideas so that staff could possibly bring back more information. Once there is enough information the issue could be sent to the ordinance committee. The topic of whether the Town can mow someone's lawn and then charge them arose. Mr. Ritter stated that instead of charging those with a criminal offense put a lien on their property. This topic needs to be researched because it was unclear if this is permissible or not.

B. Playground Equipment Assessment

Mr. Anderson gave a PowerPoint presentation on the playground equipment at Memorial Park. The presentation went over all the play equipment that was currently at the Park and what general condition each piece was in. The only thing Mr. Anderson and Mr. Van Dame found that would need immediate attention is a hole in the wooden ship that is approximately 5 feet about ground.

Mr. Conklin stated that it might be advantageous to bring in a certified inspector to look at all the play equipment before the Town purchases any new equipment. Councilwoman Richardson stated that we might be able to borrow the services of Mr. Mike Tolbert from the Schools to help us.

One of the main ideas for the committee to think about is whether to keep all the equipment and just add new items, or do we want to replace items, or rather do we want to move some equipment to the downtown park or somewhere else on the island?

The town also needs to consider safety and ADA compliance when purchasing new play equipment.

C. Committee Member Comments.

Mrs. Plant has concerns about the increased amount of geese that are coming to Memorial Park. They are coming here earlier and in greater numbers. She was wondering what the town could do to lessen the number.

Councilwoman Richardson said that a gentleman by the name of Chris Gearing from Denver, CO asked her if he could pay to put a bench in Memorial Park in honor of his mother who had a home here. It was suggested that he could also put bricks down in the downtown area in her memory. This item needs to be on the next agenda for the Committee.

Councilman Ross asked how the trail on the North end of Hallie Whealton Smith Road is coming. Mr. Ritter stated that there was a group of staff and Jerry Tracey who did a walkthrough last month. The Town needs to come up with a plan to show where the trail will be exactly, and then come back to Mr. Tracey. Staff is waiting till some of the foliage comes down so they can use the GPS to map out the trail.

Councilwoman Conklin made a motion to adopt the report, seconded by Councilman Ross. The motion was unanimously approved.

8. Mayor & Council Announcements or Comments

- Vice Mayor Speidel- asked if staff could look into whether a proffer for land for playgrounds and playground equipment could be obtained because equipment and land is very expensive.
- Councilman Ross- asked if the ordinance for political signs needed to be up dated and whether we needed to change the ordinance. Staff mentioned that we needed to change the ordinance to reflect the state code and that it would have to go through the planning commission as a zoning change. Councilman Ross second concern was with the camper park on the corner of Taylor road; which only sets out 4 to 8, 90 gallon trash cans per week and wanted to know if their unique situation could be looked at.
- Councilman Howard- stated he also has a concern with the trash fee by imposing it on the people who only stay at a mobile home park 3 – 4 weeks per year and that several mobile home parks fit this unique situation.
- Mayor Tarr- asked for a letter to go out to all fuel companies that have fuel tanks on Chincoteague, to voluntarily anchor them down. He recited that we already have it required to anchor down fuel tanks for new construction. He stated that the safety of the community comes first in the case of a weather related event. Mayor Tarr also mentioned that we discussed with A & N Electric Coop storm related events and they are willing to work with us in any way possible to make the transition work. They are coming to trim trees first and a lot of line work. Mr. Vernon Brinkley will be coming to the next council meeting for a presentation and for questions. A final note that we have sent A & N Electric Coop a letter requesting to have someone from the island to be on their board prior to taking over the service.

Adjournment of Meeting

Mayor Tarr announced that the next meeting will be on Thursday September 20, 2007 at 7:30 pm. Councilwoman Conklin motioned, seconded by Councilman Howard, to adjourn the meeting. The motion was unanimously approved.

Mayor

Town Manager



September 11, 2007

Mayor John H. Tarr and Chincoteague Town Council
6150 Community Dr.
Chincoteague, VA 23336

Dear Mayor Tarr and Council Members,

On behalf of the Board of Directors of the Chincoteague Island Family YMCA, I would like to request an item be placed on the agenda for the September 20th Town Council Meeting.

As you may know, an opportunity has arisen for the Chincoteague Island Family YMCA to temporarily use the former Napa Building on Church Street. The Accomack County Health Department has verbally approved the septic facilities at the Church Street site with two conditions. The first is that we would have to "pump and haul", the second is that the Town of Chincoteague send the health department written approval for the "pump and haul."

The YMCA in Chincoteague has been offering classes, events and activities for almost two years through the efforts of volunteers and borrowed space. By gaining temporary use of the Napa Building, we can immediately begin to expand our offerings to the community.

Representing the YMCA at the meeting will be Rich Stover, Chief Executive Officer, of the Mid Delmarva Family YMCA and Carlton Leonard, Board Member of the Chincoteague Island Family YMCA.

We would greatly appreciate the approval on September 20 so we can proceed with the NAPA building lease and begin renovating the inside of the building. If you need any further information or details, please let me know.

Sincerely,

Deanna Harrell
Community Projects Director
Mid-Delmarva Family YMCA
(410) 749-0101 x 106

**MINUTES OF THE AUGUST 28, 2007
BUDGET AND PERSONNEL COMMITTEE MEETING**

Members Present

Nancy B. Conklin, Chairwoman
Glenn B. Wolffe
Anita W. Speidel

1. Call to Order.

Chairwoman Conklin called the meeting to order at 5:30 p.m.

2. Public Participation.

Councilwoman Richardson stated that the Town needs to have an additional person certified in building and zoning to have the ability to issue a building permit in the absence of the administrator. Town Manager Ritter stated that the Planning Director would obtain the certification.

Mayor Tarr stated that someone else can be appointed to handle the permits when Kenny is not here, but certification is not a simple process that a couple of courses and taking a test would resolve. The Planner was hired to be a planner, for him to have some certification is great.

Mayor Tarr asked the Committee to consider a relief from the trash fee for the elderly. He suggested the same criteria for tax relief be used for trash relief.

3. Agenda Adoption.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to adopt the agenda as presented. The vote was unanimous.

4. Fiscal Year '07 Budget Amendment.

An overview of the actual revenues and expenditures for the Town's FY'07 was presented and reviewed. It appears that overall the Town was under budget by \$262,950. Councilman Wolffe moved, seconded by Vice Mayor Speidel to forward the budget amendment to Council for consideration. The motion of unanimously approved.

TOWN OF CHINCOTEAGUE, INC.
FY'07 PROPOSED BUDGET AMENDMENT

<u>REVENUES</u>	<u>INCREASE/ (DECREASE)</u>	<u>EXPENDITURES</u>	<u>INCREASE/ (DECREASE)</u>
TAXES, PENALTY, INTEREST	\$18,728	GENERAL GOVERNMENT	
MEALS TAX	-\$52,732	SALARIES & BENEFITS	-\$34,561
BANK FRANCHISE TAX	\$12,478	EXPENSES	\$243,711
SALES TAX	\$9,604	CAPITAL IMPROVEMENTS	-\$21,185
BUSINESS LICENSE	-\$1,388	PUBLIC WORKS ADMINISTRATION	
UTILITIES TAX	\$9,827	SALARIES & BENEFITS	-\$22,690
TRANSIENT OCCUPANCY TAX	-\$17,439	EXPENSES	\$5,564

FINES	-\$3,683	FACILITIES DIVISION	
INTEREST	\$22,885	SALARIES & BENEFITS	-\$17,924
BUILDING PERMITS	\$29,543	EXPENSES	\$9,441
FIRE PROGRAMS	\$3,471	CAPITAL IMPROVEMENTS	-\$35,014
REVENUE SHARING - USFWS	-\$3,700	ROADS DIVISION	
MISCELLANEOUS INCOME	-\$2,505	SALARIES & BENEFITS	-\$2,665
911 LOCAL TAX	-\$22,118	EXPENSES	\$58,827
POLICE DONATIONS/GRANTS	\$30,409	POLICE DEPARTMENT	
E911 DISPATCH REVENUE	\$2,525	SALARIES & BENEFITS	-\$61,727
VDOT MAINTENANCE FUNDS	-\$2,463	EXPENSES	\$14,084
DMV AGENCY COMPENSATION	\$1,604	CAPITAL IMPROVEMENTS	\$156
CDBG BROADBAND PLAN GRANT	\$12,750	EMERGENCY DISPATCH	
TRANSFER FR BOAT RAMP REPAIRS	-\$38,975	SALARIES & BENEFITS	-\$49,047
TRANSFER FROM GEN. FUND SAV	\$140,000	EXPENSES	-\$6,049
TRANSFER FR MOSQUITO CONTROL	-\$67,900		
TOTAL GENERAL FUND REV AMEND	\$80,921	TOTAL GENERAL FUND EXP AMEND	\$80,921
MAIN STREET PROJECT GRANTS	-\$312,199	MAIN STREET	
PROGRAM INCOME	-\$5,443	EXPENSES	-\$11,448
LOAN POOL REPAYMENT	\$1,023	CAPITAL IMPROVEMENTS	-\$368,171
TRANSFER FROM GENERAL FUND	-\$63,000		
TOTAL MAIN STREET REV AMEND	-\$379,619	TOTAL MAIN STREET EXP AMEND	-\$379,619
HARBOR RENT	\$1,834	HARBOR SALARIES & BENEFITS	-\$12,166
SUBLEASES/LOADING DOCK/STORAGE	\$1,463	EXPENSES	\$3,533
HARBOR INTEREST	\$6,968	CAPITAL IMPROVEMENTS	-\$57,102
VA PORT AUTHORITY GRANT	-\$76,000		
TOTAL HARBOR REVENUE	-\$65,735	TOTAL HARBOR EXPENSES	-\$65,735
TROLLEY GRANTS	\$44,423	TROLLEY SALARIES & BENEFITS	-\$22,539
TRANSFER FROM GENERAL FUND	\$14,230	EXPENSES	\$48,808
		CAPITAL IMPROVEMENTS	\$32,384
TOTAL TROLLEY REVENUE	\$58,653	TOTAL TROLLEY EXPENSES	\$58,653
WATER RENT	-\$51,974	WATER FUND	
WATERLINE EXTENSIONS	-\$5,532	SALARIES & BENEFITS	-\$24,778
SERVICE CONNECTIONS	-\$15,221	EXPENSES	\$4,136
INTEREST ON WATER RESERVE	\$6,523	CAPITAL IMPROVEMENTS	\$63,472
MISCELLANEOUS INCOME	-\$1,000		
AVAILABILITY FEES	-\$166,600		
TRANSFER FROM WATER RESERVE	\$36,634		
TRANSFER FROM GENERAL FUND	\$240,000		
TOTAL WATER FUND REVENUE	\$42,830	TOTAL WATER FUND EXPENSES	\$42,830

TOTAL ALL REVENUES

-\$262,950 TOTAL ALL EXPENDITURES

-\$262,950

5. Consider a Tool Allowance for the Mechanic Position.

Public Works Director Cosby asked that a tool allowance be considered for the mechanic position. The mechanic is furnishing the majority of his tools and the allowance would compensate for this use of his tools. It would also allow the mechanic to purchase new tools to expand the capabilities of in-house work. Public Works Director Cosby suggested an allowance of \$500 per year paid in quarterly increments of \$125.

The Committee agreed to give the Mechanic \$500 per year in quarterly increments of \$125 as a tool allowance.

6. Discuss Chincoteague Recreation & Convention Center Authority Funding.

Chairwoman Conklin stated that the Authority has not been receiving their check from the Town in a timely manner and has asked that staff correct this situation. The check is due to the Authority the first accounts payable run at the beginning of each month.

7. Closed Meeting in Accordance with Sec. 2.2-3711(A)(1) of the Code of Virginia to Discuss Personnel Matters.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to convene a closed meeting under Section 2.2-3711(A)(1) of the Code of Virginia to discuss personnel matters. Unanimously approved.

Councilman Wolffe moved, seconded by Councilwoman Conklin to reconvene in regular session. Unanimously approved.

Councilman Wolffe moved, seconded by Vice Mayor Speidel to adopt a resolution of certification of the closed meeting.

WHEREAS, the Budget and Personnel Committee of the Chincoteague Town Council has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2-3711(A)(1) of the Code of Virginia requires a certification by this Town Council that such closed meeting was conducted in conformity with Virginia law; NOW, THEREFORE, BE IT RESOLVED that the Budget and Personnel Committee of the Chincoteague Town Council hereby certifies that to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Town Council.

VOTE: Ayes- Conklin, Speidel, Wolffe
Nays- None
Absent- None

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHD	BUDGET AMEND
<u>EXPENDITURES</u>					
GENERAL GOV'T					
SALARIES					
105010.0101	MAYOR	\$4,800	\$4,800		\$0
105010.0102	COUNCIL	\$23,040	\$23,040		\$0
105010.1001	TOWN OFFICE STAFF	\$335,479	\$309,037		-\$26,442
105010.1002	EMERG MED TECHS STAFF	\$108,868	\$110,004	\$1,136	\$1,136
105010.1003	OVERTIME	\$17,000	\$18,468	\$1,468	\$1,468
	TOTAL	\$489,187	\$465,349		
BENEFITS					
105020.2001	SOCIAL SECURITY	\$37,423	\$33,554		-\$3,869
105020.2101	HOSPITALIZATION	\$37,368	\$33,523		-\$3,845
105020.2102	BLOOD BANK	\$100	\$50		-\$50
105020.2103	UNEMPLOYMENT/TOWN	\$6,500	\$5,675	\$ 677	-\$825
105020.2201	RETIREMENT	\$20,619	\$18,795		-\$1,824
105020.2202	VSRS/LIFE INSURANCE	\$2,169	\$1,809		-\$360
	TOTAL	\$104,179	\$93,406		
EXPENSES					
105030.3100	BANK CHARGES	\$1,000	\$608		-\$392
105030.3101	BUILDING ADMIN EXPENSE	\$200	\$0		-\$200
105030.3102	CLEANING	\$9,000	\$8,940	\$ 745	-\$60
105030.3103	PLANNING COMMISSION	\$100	\$10		-\$90
105030.3104	BOARD OF ZONING APPEALS	\$100	\$29		-\$71
105030.3105	BUILDING PERMIT SURCHARGE	\$500	\$1,426		\$926
105030.3106	BOARD OF BLDG CODE APPEAL	\$50	\$0		-\$50
105030.3107	EMERGENCY MED. CLOTHING	\$1,500	\$1,080		-\$420
105030.3108	EMS CELL ALLOWANCE	\$0	\$600		\$600
105030.3401	INSURANCE	\$85,000	\$79,214		-\$5,786
105030.3501	AUDITING	\$13,950	\$14,700		\$750
105030.3601	DONATIONS	\$6,000	\$5,850		-\$150
105030.3701	TRF.TO CIVIC CENTER (TO)	\$86,250	\$98,642		\$12,392
105030.3705	TOURISM-5%CHAMBER 5%CIVIC	\$43,200	\$38,980		-\$4,220
105030.4030	ANPDC MEMBERSHIP	\$7,000	\$7,000		\$0
105030.4301	SCHOLARSHIP	\$1,000	\$1,000		\$0
105030.4401	OFFICE SUP./PUBLICATIONS	\$9,000	\$10,812	\$ 829	\$1,812
105030.4402	OFF.EQUIP/SOFTWARE MAINT.	\$14,000	\$16,789	\$ 756	\$2,789
105030.4403	POSTAGE	\$10,000	\$9,513	\$ 14	-\$487
105030.4404	TAX BILLS & CONVERSION	\$1,000	\$0		-\$1,000
105030.4501	MOTOR VEHICLE LICENSE	\$2,200	\$2,050		-\$150
105030.4801	TRAVEL & TRAINING	\$3,800	\$1,518		-\$2,282
105030.4901	MAYORS EXPENSE	\$300	\$213		-\$87
105030.4902	COUNCILS EXPENSE	\$500	\$374		-\$126
105030.4903	TOWN MANAGERS EXPENSE	\$250	\$40		-\$210
105030.5101	ATTORNEY/LEG.CONSULTANTS	\$25,000	\$19,957		-\$5,043
105030.5201	DRUG/ALCOHOL TESTING	\$1,500	\$1,927	\$132	\$427
105030.5501	CHRISTMAS DINNER	\$4,000	\$3,173		-\$827
105030.6101	DUES	\$3,000	\$2,258		-\$742
105030.6102	VML CONFERENCE	\$1,000	\$554		-\$446
105030.7101	ADVERTISING & WEBSITE	\$8,500	\$16,640	\$628	\$8,140

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND	
105030.7301	BUILDING MAINTENANCE	\$3,000	\$3,028	\$391	\$28	\$28
105030.7401	ELECTRICITY	\$14,500	\$12,636		-\$1,864	-\$1,864
105030.7402	HEATING OIL	\$5,200	\$0		-\$5,200	-\$5,200
105030.7601	VA FIRE PROG/CVFC	\$6,000	\$10,471		\$4,471	\$4,471
105030.7602	EOC OPERATIONS/TRAINING	\$1,000	\$527		-\$473	-\$473
105030.7701	SPECIAL PROJECTS	\$5,000	\$3,732		-\$1,268	-\$1,268
105030.7702	PONY PENNING EXPENSE	\$5,000	\$3,875		-\$1,125	-\$1,125
105030.7703	DEER DE-POP PROGRAM	\$8,000	\$6,581		-\$1,419	-\$1,419
105030.8001	LEONARD ASSISTANCE FUND	\$0	\$0			\$0
105030.8202	TELEPHONE BILLS	\$15,000	\$11,511	\$80	-\$3,489	-\$3,489
105030.8401	OPTIMUM CHOICE - RETIREES	\$33,243	\$37,422		\$4,179	\$4,179
105030.8402	INSUR-RET SPOUSES & OTHER	\$14,150	\$20,100		\$5,950	\$5,950
105030.8501	MISCELLANEOUS	\$5,000	\$1,350		-\$3,650	-\$3,650
105030.8600	CEMETERY CLEANUP	\$1,500	\$1,950		\$450	\$450
105030.8800	TRANSFER TO MAIN ST. PROJ	\$63,000	\$0		-\$63,000	-\$63,000
105030.8900	TRANSFER TO TROLLEY FUND	\$15,200	\$29,430		\$14,230	\$14,230
105030.8950	TRANSFER TO WATER FUND	\$0	\$240,000		\$240,000	\$240,000
105030.8960	TRANSFER TO GEN FUND RESERV	\$0	\$49,900		\$49,900	\$49,900
	TOTAL	\$533,693	\$776,410			
CAPITAL IMPROVEMENTS						
105090.9704	PROPERTY ACQUISTION RESERVI	\$25,000	\$25,000			\$0
105090.9709	OFFICE EQUIP	\$10,000	\$1,276		-\$8,724	-\$8,724
105090.9740	BOND-SCHOOL BD PROPERTY	\$83,391	\$83,391			\$0
105090.9750	PLANNING CONSULTANTS	\$50,000	\$37,355	\$6,858	-\$12,645	-\$12,645
105090.9760	SOFTWARE	\$42,368	\$22,963	\$800	-\$19,405	-\$19,405
105090.9770	BROADBAND PLANNING	\$0	\$19,589		\$19,589	\$19,589
	TOTAL	\$210,759	\$189,574			
GENERAL GOV'T TOTAL		\$1,337,818	\$1,524,739		\$187,965	\$186,921

PUBLIC WORKS ADMINISTRATION

SALARIES						
106010.1001	SALARIES	\$79,041	\$64,785		-\$14,256	-\$14,256
106010.1003	OVERTIME	\$1,000	\$0		-\$1,000	-\$1,000
	TOTAL	\$80,041	\$64,785			
BENEFITS						
106020.2001	SOCIAL SECURITY	\$6,124	\$4,223		-\$1,901	-\$1,901
106020.2101	HOSPITALIZATION	\$8,304	\$4,152		-\$4,152	-\$4,152
106020.2201	RETIREMENT	\$3,668	\$2,287		-\$1,381	-\$1,381
106020.2202	VSRs/LIFE INSURANCE	\$386	\$206			-\$180
	TOTAL	\$18,482	\$10,868			
EXPENSES						
106030.4401	OFFICE SUPPLIES & EQUIP.	\$1,000	\$868	\$45		-\$132
106030.4701	GASOLINE/DIESEL	\$50,000	\$61,304		\$11,304	\$11,304
106030.4703	OIL/GREASE	\$1,500	\$1,354	\$380		-\$146
106030.4704	TOOLS/SHOP	\$1,000	\$1,079		\$79	\$79
106030.4801	TRAVEL & TRAINING	\$200	\$812		\$612	\$612
106030.5202	CLOTHING/UNIFORMS	\$6,500	\$7,725		\$1,225	\$1,225
106030.7301	BLDG. MAINTENANCE	\$1,500	\$323		-\$1,177	-\$1,177

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND	
106030.7302	EQUIPMENT REPAIRS	\$10,000	\$4,922		-\$5,078	-\$5,078
106030.7303	SAFETY	\$200	\$36			-\$164
106030.7304	VEHICLE P/M'S	\$3,000	\$2,765	\$16		-\$235
106030.7305	TIRES	\$3,000	\$667		-\$2,333	-\$2,333
106030.7306	GARAGE SUPPLIES	\$500	\$423	\$5		-\$77
106030.7307	VEHICLE REPAIRS	\$5,000	\$6,364	\$1,150	\$1,364	\$1,364
106030.7401	ELECTRICITY	\$7,000	\$6,324		-\$676	-\$676
106030.7402	LP GAS	\$2,000	\$1,283		-\$717	-\$717
106030.8501	SUNDRY	\$200	\$1,161		\$961	\$961
	TOTAL	\$92,600	\$97,410			
	P W ADMIN TOTAL	\$191,123	\$173,063		-\$17,126	-\$18,060

FACILITIES DIVISION

SALARIES

106310.1001	SALARIES	\$155,146	\$151,005		-\$4,141	-\$4,141
106310.1003	OVERTIME	\$2,000	\$1,091		-\$909	-\$909
	TOTAL	\$157,146	\$152,096			

BENEFITS

106320.2001	SOCIAL SECURITY	\$12,022	\$11,083		-\$939	-\$939
106320.2101	HOSPITALIZATION	\$37,368	\$26,382		-\$10,986	-\$10,986
106320.2201	RETIREMENT	\$7,199	\$6,250		-\$949	-\$949
106320.2202	VRSR/LIFE INSURANCE	\$758	\$598			-\$160
	TOTAL	\$57,347	\$44,313			

EXPENSES

106330.4100	SEASONAL DECO & BANNERS	\$5,000	\$1,449		-\$3,551	-\$3,551
106330.4101	STREET MAINTENANCE	\$1,000	\$3,962		\$2,962	\$2,962
106330.4201	SIDEWALKS	\$500	\$550		\$50	\$50
106330.4202	STREET SIGNS/911	\$2,000	\$1,982			-\$18
106330.4650	TIPPING FEES	\$1,000	\$1,367		\$367	\$367
106330.4704	TOOLS	\$500	\$215		-\$285	-\$285
106330.4708	MOWERS/TRIMMERS	\$500	\$451			-\$49
106330.6201	SANITATION SERVICE CONTRA	\$337,000	\$331,728	\$27,303	-\$5,272	-\$5,272
106330.6202	OTHER FACILITIES EXPENSES	\$500	\$1,602	\$106	\$1,102	\$1,102
106330.6260	PUBLIC RESTROOM SUPPLIES	\$2,000	\$2,167	\$252	\$167	\$167
106330.6301	WEED CUTTING/SPRAYING	\$200	\$0		-\$200	-\$200
106330.7302	EQUIPMENT REPAIRS	\$1,000	\$252	\$28	-\$748	-\$748
106330.7401	ELECTRICITY	\$4,000	\$2,491		-\$1,509	-\$1,509
106330.7450	STREET LIGHTS	\$52,000	\$67,393	\$5,581	\$15,393	\$15,393
106330.8501	SUNDRY	\$200	\$202		\$2	\$2
106330.8590	PARKS & REC EXPENSE	\$5,000	\$5,963	\$608	\$963	\$963
	TOTAL	\$412,400	\$421,774			

CAPITAL IMPROVEMENTS

106390.9105	DRAINAGE	\$20,000	\$6,189		-\$13,811	-\$13,811
106390.9300	WALK BEHIND PLANER	\$5,000	\$5,000			\$0
106390.9610	BOAT RAMP REPAIRS	\$0	\$25,241		\$25,241	\$25,241
106390.9846	BASE MAPPING/GIS SYSTEM	\$2,000	\$867		-\$1,133	-\$1,133
106390.9855	CHURCH/PENSION DRG. PROJ	\$35,000	\$0		-\$35,000	-\$35,000

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND	
106390.9870	STREET SWEEPER PYMT	\$28,167	\$28,167			\$0
106390.9880	SEWAGE TREATMENT STUDY	\$60,000	\$49,689		-\$10,311	-\$10,311
	TOTAL	\$150,167	\$115,153			
	FACILITIES TOTAL	\$777,060	\$733,336		-\$43,497	-\$43,724

ROADS DIVISION

SALARIES						
106510.1001	SALARIES	\$60,630	\$62,123		\$1,493	\$1,493
106510.1003	OVERTIME	\$2,000	\$1,842			-\$158
	TOTAL	\$62,630	\$63,965			
BENEFITS						
106520.2001	SOCIAL SECURITY	\$4,792	\$5,082		\$290	\$290
106520.2101	HOSPITALIZATION	\$12,456	\$8,304		-\$4,152	-\$4,152
106520.2201	RETIREMENT	\$2,814	\$2,518		-\$296	-\$296
106520.2202	VSRS/LIFE INSURANCE	\$296	\$243			-\$53
	TOTAL	\$20,358	\$16,147			
EXPENSES						
106530.4101	STREET MAINTENANCE	\$8,512	\$3,097		-\$5,415	-\$5,415
106530.4102	SNOW REMOVAL	\$2,000	\$400		-\$1,600	-\$1,600
106530.4150	MAINT. COATINGS/REPLACE.	\$325,000	\$418,289	\$1,772	\$93,289	\$93,289
106530.4201	SIDEWALKS & GUTTERS	\$30,000	\$11,321	\$2,500	-\$18,679	-\$18,679
106530.4202	SIGNS/TRAFFIC CONTROL	\$20,000	\$24,035	\$176	\$4,035	\$4,035
106530.4250	ROADSIDE STRUCTURES	\$8,000	\$300		-\$7,700	-\$7,700
106530.4704	TOOLS/SMALL EQUIPMENT	\$1,000	\$871			-\$129
106530.6250	DRAINAGE MAINTENANCE	\$3,000	\$1,179	\$772	-\$1,821	-\$1,821
106530.6301	WEED CONTROL	\$2,000	\$1,342		-\$658	-\$658
106530.7001	EQUIPMENT RENTAL	\$500	\$0		-\$500	-\$500
106530.7450	ELECTRICITY	\$12,000	\$9,876	\$823	-\$2,124	-\$2,124
	TOTAL	\$412,012	\$470,710			
	ROADS TOTALS	\$495,000	\$550,822		\$56,162	\$55,822

POLICE DIVISION

SALARIES						
107010.1001	SALARIES/OFFICERS	\$410,000	\$365,407		-\$44,593	-\$44,593
107010.1003	OVERTIME	\$7,500	\$5,537		-\$1,963	-\$1,963
	TOTAL	\$417,500	\$370,944			
BENEFITS						
107020.2001	SOCIAL SECURITY	\$31,912	\$26,256		-\$5,656	-\$5,656
107020.2101	HOSPITALIZATION	\$33,216	\$24,912		-\$8,304	-\$8,304
107020.2201	RETIREMENT	\$17,699	\$16,488		-\$1,211	-\$1,211
107020.2202	VSRS/LIFE INSURANCE	\$1,862	\$1,526			-\$336
	TOTAL	\$84,689	\$69,183			
EXPENSES						

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND	
107030.4801	TRAVEL & TRAINING	\$8,500	\$6,982	\$1,135	-\$1,518	-\$1,518
107030.5201	UNIFORM ALLOWANCE (OFF.)	\$6,000	\$6,274		\$274	\$274
107030.5202	UNIFORMS (TOWN)	\$1,500	\$491	\$28	-\$1,009	-\$1,009
107030.6102	POLICE CONFERENCE	\$400	\$0		-\$400	-\$400
107030.7201	PHOTOGRAPHY	\$300	\$0		-\$300	-\$300
107030.7300	OFFIC SUPP/EQUIP MAINT	\$4,000	\$4,630		\$630	\$630
107030.7302	EQUIP. REPAIRS & SUPPLIES	\$3,000	\$3,500	\$349	\$500	\$500
107030.7304	VEHICLE MAINTENANCE	\$4,900	\$9,429	\$2,635	\$4,529	\$4,529
107030.7901	DRUG ENFORCEMENT	\$15,000	\$12,674		-\$2,326	-\$2,326
107030.7903	ACADEMY DUES	\$3,700	\$0		-\$3,700	-\$3,700
107030.7904	BICYCLE PATROL	\$200	\$180			-\$20
107030.7905	COMMUNITY/YOUTH PROGRAMS	\$5,000	\$22,881	\$474	\$17,881	\$17,881
107030.7906	GRANT FUNDED EXPENDITURES	\$5,000	\$8,487		\$3,487	\$3,487
107030.7907	AMMUNITION	\$1,400	\$348		-\$1,052	-\$1,052
107030.7908	POLICE DRUG DOG	\$4,500	\$2,396		-\$2,104	-\$2,104
107030.8203	CELL PHONE ALLOWANCE	\$3,600	\$3,132		-\$468	-\$468
107030.8501	SUNDRY	\$1,200	\$860		-\$340	-\$340
	TOTAL	\$68,200	\$82,264			
CAPITAL IMPROVEMENTS						
107090.9650	PATROL VEHICLE	\$26,500	\$26,656		\$156	\$156
	TOTAL	\$26,500	\$26,656			
	TOTAL POLICE	\$596,889	\$549,047		-\$47,487	-\$47,843
<u>EMERGENCY DISPATCH DIVISION</u>						
SALARIES						
107510.1001	SALARIES/DISPATCHERS	\$172,000	\$132,203		-\$39,797	-\$39,797
107510.1003	OVERTIME	\$1,500	\$744		-\$756	-\$756
	TOTAL	\$173,500	\$132,947			
BENEFITS						
107520.2001	SOCIAL SECURITY	\$13,274	\$9,422		-\$3,852	-\$3,852
107520.2101	HOSPITALIZATION	\$16,608	\$9,901		-\$6,707	-\$6,707
107520.2201	RETIREMENT	\$1,466	\$3,633		\$2,167	\$2,167
107520.2202	VSRS/LIFE INSURANCE	\$477	\$375		-\$102	-\$102
	TOTAL	\$31,825	\$23,331			
EXPENSES						
107530.4801	TRAVEL & TRAINING-DISP.	\$1,500	\$960		-\$540	-\$540
107530.5201	UNIFORM ALLOWANCE (DISP	\$1,400	\$1,170		-\$230	-\$230
107530.5202	UNIFORM (TOWN-FOR DISP)	\$500	\$400		-\$100	-\$100
107530.7300	OFF. SUPPLIES/EQUIP. MAIN	\$12,000	\$8,162	\$150	-\$3,838	-\$3,838
107530.8202	E911 LINE FEES	\$6,000	\$5,487		-\$513	-\$513
107530.8203	911 ADDRESSING	\$1,100	\$472		-\$628	-\$628
107530.8501	SUNDRY	\$200	\$0		-\$200	-\$200
	TOTAL	\$22,700	\$16,651			
CAPITAL IMPROVEMENTS						
107590.9270	911 EQUIP. RESERVE FUND	\$10,000	\$10,000			\$0
	TOTAL	\$10,000	\$10,000			
	TOTAL DISPATCH	\$238,025	\$182,929		-\$55,096	-\$55,096

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHD	BUDGET AMEND	
TOTAL EXPENDITURES GENERAL FUND		\$3,635,915	\$3,713,935		\$80,921	\$78,020

REVENUES

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	AUDIT ADJUST ENTRY	BUDGET AMEND	
104001.0100	REAL ESTATE TAX LEVY	\$460,000	\$463,952		\$3,952	\$3,952
104001.0125	TANGIBLE PROP. TAX LEVY	\$320,000	\$342,546		\$22,546	\$22,546
104001.0130	DEL.TAX,INTEREST,PENALTY	\$38,000	\$30,230		-\$7,770	-\$7,770
104001.0500	MEALS TAX	\$432,000	\$379,268	-\$52,336	-\$52,732	-\$52,732
104001.0600	BANK FRANCHISE TAX	\$46,000	\$58,478		\$12,478	\$12,478
104010.0100	SALES TAX	\$115,000	\$124,604	-\$8,767	\$9,604	\$9,604
104010.0200	BUSINESS LICENSE	\$120,000	\$118,612		-\$1,388	-\$1,388
104010.0300	MOTOR VEHICLE LICENSE	\$71,000	\$71,502			\$502
104010.0500	UTILITIES TAX	\$295,000	\$304,827	-\$31,439	\$9,827	\$9,827
104010.0600	TRANSIENT OCCUPANCY TAX	\$345,000	\$327,561	-\$50,288	-\$17,439	-\$17,439
104015.0100	FINES	\$36,000	\$32,317	-\$2,744	-\$3,683	-\$3,683
104020.0100	INTEREST ON SAVINGS	\$70,000	\$92,885	-\$9,059	\$22,885	\$22,885
104041.0100	BANNER DONATIONS	\$25	\$0		-\$25	-\$25
104041.0150	CEMETERY CLEANUP DONATION	\$1,000	\$925		-\$75	-\$75
104041.0200	USER FEES	\$25,000	\$25,427			\$427
104041.0500	BUILDING PERMITS	\$60,000	\$89,543		\$29,543	\$29,543
104041.0600	ZONING ADVERTISEMENTS	\$8,500	\$2,490		-\$6,010	-\$6,010
104045.0100	GRANTS/LITTER	\$2,000	\$2,187			\$187
104049.0100	SALE OF CAPITAL ASSETS	\$2,000	\$0		-\$2,000	-\$2,000
104051.0100	ABC PROFITS	\$5,000	\$5,184			\$184
104051.0200	OPTIMUM CHOICE/RET.SPOUSE	\$14,100	\$17,559		\$3,459	\$3,459
104051.0300	VA FIRE PROGRAMS	\$7,000	\$10,471		\$3,471	\$3,471
104061.0100	REVENUE SHARING - USFWS	\$3,700	\$0	-\$4,173	-\$3,700	-\$3,700
104061.0105	HARBOR ADMINISTRATION	\$2,000	\$2,000			\$0
104091.0100	OVERAGE/SHORTAGE	\$0	-\$18			
104101.0200	RECOVERED COST FROM WATER	\$105,144	\$105,144			\$0
104201.0100	PUBLIC WORKS MISC. REV	\$20,000	\$6,623		-\$13,377	-\$13,377
104303.0100	MISCELLANEOUS INCOME	\$10,000	\$26,337		\$16,337	\$16,337
104303.0300	TIPPING FEE REFUND - CTY.	\$74,000	\$73,186		-\$814	-\$814
104401.0100	LAW ENFORCEMENT FUNDS	\$124,446	\$124,448			\$2
104401.0150	POLICE DONATIONS/GRANTS	\$20,000	\$50,409		\$30,409	\$30,409
104401.0200	911 DISPATCH REVENUE	\$15,000	\$17,525		\$2,525	\$2,525
104401.0300	911 LOCAL TAX	\$42,000	\$19,882	-\$3,433	-\$22,118	-\$22,118
104501.0100	VDOT MAINTENANCE FUNDS	\$495,000	\$492,537		-\$2,463	-\$2,463
104501.0101	ROAD PERMIT FEES	\$1,000	\$600			
104501.0103	DMV AGENCY COMPENSATION	\$13,000	\$14,604		\$1,604	\$1,604
104501.0120	CDBG BROADBAND PLAN GRANT	\$0	\$12,750		\$12,750	\$12,750
104545.0130	DCR GRANT - LAND ACQUISIT	\$0	\$500,000		\$0	\$0
104701.0400	TRF. FROM RAMP REPAIR FND	\$63,000	\$24,025		-\$38,975	-\$38,975
104701.1000	TRF.FROM GEN.FUND SAVINGS	\$100,000	\$240,000		\$140,000	\$140,000
104940.8900	TRF. FROM MOSQUITO CTRL.	\$75,000	\$7,100		-\$67,900	-\$67,900
TOTAL REVENUES		\$3,635,915	\$4,217,720		\$80,921	\$82,222

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND
AUDIT ADJUSTING ENTRY NOT MADE PRIOR TO FINAL FY'07 PRINTOUT					
105020.2103	VIRGINIA EMPLOYMENT COMMISSION		\$ 676.53	07/30/2007	
105030.3102	TAYLOR CUSTODIAL SERVICE		\$ 745.00	06/30/2007	
105030.4401	HARRIS		\$ 242.29	06/26/2007	\$ 829.43
105030.4401	LEXISNEXIS		\$ 312.15	06/25/2007	
105030.4401	QUILL		\$ 274.99	06/26/2007	
105030.4402	XEROX		\$ 755.66	07/01/2007	
105030.4903	BANK OF AMERICA		\$ 14.33	06/26/2007	
105030.5201	SAFETY MANAGEMENT		\$ 66.00	07/06/2007	\$ 132.00
105030.5201	SAFETY MANAGEMENT		\$ 66.00	07/06/2007	
105030.7101	GANNETT		\$ 403.29	07/11/2007	\$ 628.29
105030.7101	CHRIS MILLS		\$ 225.00	07/13/2007	
105030.7301	THORNTON SERVICES		\$ 233.00	06/28/2007	
105030.7301	NORTHERN SAFETY CO., INC		\$ 157.78	06/21/2007	\$ 390.78
105030.8202	CINGULAR		\$ 79.83	07/19/2007	
105090.9750	REDMAN/JOHNSON ASSOCIATES		\$ 6,858.00	06/29/2007	
105090.9760	HARRIS		\$ 800.00	07/12/2007	
106030.4401	BANK OF AMERICA		\$ 44.95	06/26/2007	
106030.4703	MASON OIL CO		\$ 379.50	07/26/2007	
106030.7304	AROUND TOWN GANG		\$ 16.00	07/10/2007	
106030.7306	CHURCH STREET SUPPLY		\$ 4.57	07/09/2007	
106030.7307	DON'S AUTO-PLUS		\$ 441.92	06/25/2007	\$ 1,150.24
106030.7307	CARLTON MASSEY		\$ 645.63	06/25/2007	
106030.7307	BANK OF AMERICA		\$ 11.28	06/26/2007	
106030.7307	POCOMOKE AUTOMOTIVE		\$ 51.41	06/30/2007	
106330.6201	WASTE MANAGEMENT		\$ 2,764.62	07/01/2007	
106330.6201	WASTE MANAGEMENT		\$24,368.91	07/01/2007	#####
106330.6201	PIERSON'S		\$ 169.50	07/11/2007	
106330.6202	CHURCH STREET SUPPLY		\$ 105.66	07/09/2007	
106330.6260	B&R JANITORIAL		\$ 252.30	06/27/2007	
106330.7302	BILL'S SERVICE CENTER		\$ 28.00	06/13/2007	
106330.7450	DELMARVA POWER		\$ 5,581.44	06/15/2007	
106330.8590	BANK OF AMERICA		\$ 242.00	06/26/2007	\$ 607.76
106330.8590	BANK OF AMERICA		\$ 160.76	06/26/2007	
106330.8590	CHURCH STREET SUPPLY		\$ 111.90	07/09/2007	
106330.8590	PARKS HARDWARE & PAINT		\$ 93.10	06/30/2007	
106530.4150	BRANSCOME		\$ 1,772.12	06/23/2007	
106530.4201	ELMER JOHNSON		\$ 2,500.00	07/03/2007	
106530.4202	ECONO SIGNS		\$ 142.40	06/25/2007	\$ 176.05
106530.4202	AT&T		\$ 33.65	07/06/2007	
106530.6250	CAPITOL FOUNDRY OF VA		\$ 462.49	06/08/2007	\$ 771.94
106530.6250	CHURCH STREET SUPPLY		\$ 309.45	07/09/2007	
106530.7450	DELMARVA POWER		\$ 823.00	06/15/2007	
107030.4801	JERRY TARR		\$ 172.49	07/02/2007	
107030.4801	HRCJTA		\$ 790.00	07/17/2007	\$ 1,134.98
107030.4801	JERRY S. TARR		\$ 172.49	07/02/2007	

GENERAL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND
107030.5202	CENTURY UNIFORMS		\$ 27.99	07/05/2007	
107030.7302	CASELLA		\$ 292.00	05/23/2007	\$ 348.57
107030.7302	XEROX CAPITAL		\$ 56.57	07/11/2007	
107030.7304	CARLTON MASSEY		\$ 2,634.74	06/25/2007	
107030.7905	BANK OF AMERICA		\$ 473.62	06/26/2007	
107530.7300	EASTERN SHORE PRINTERS		\$ 150.00	06/30/2007	

REIMBURSEMENT FOR FY'06 EXPENDITURE (LAND PURCHASE)

MAIN STREET

ACCOUNT	DESCRIPTION EXPENDITURES	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED	BUDGET AMEND	
202030.7101	MAINTENANCE	\$7,833	\$1,597	\$ 257	-\$6,236	-\$6,236
202030.7401	ELECTRICITY	\$6,000	\$788		-\$5,212	-\$5,212
202030.7601	TRF. TO LOAN POOL	\$4,820	\$4,820			

CAPITAL IMPROVEMENTS

202090.9711	MAIN STREET PROJECT	\$404,667	\$20,490		-\$368,171	-\$384,177
	TOTAL	\$423,320	\$159,902		-\$379,619	-\$395,625

ACCOUNT	DESCRIPTION REVENUE	FY 07 BUDGET	YEAR TO DATE TOTALS		BUDGET AMEND	
204501.0100	PROGRAM INCOME	\$35,000	\$29,557		-\$5,443	-\$5,443
204501.0110	CDBG MAIN STREET	\$0	\$11,526			\$11,526
204501.0115	TEA-21 GRANT MAIN ST	\$277,000	\$23,075		-\$277,000	-\$253,925
204501.0130	BOATING INFRAST GRANT	\$43,500	\$8,301		-\$35,199	-\$35,199
204501.0150	DCR OUTDOORS FUND GRANT	\$0	\$81,600			\$81,600
204501.0200	LOAN REPAYMENT	\$4,820	\$5,843		\$1,023	\$1,023
204501.8900	TRANSFER FROM GEN. FUND	\$63,000	\$0		-\$63,000	-\$63,000
	TOTAL	\$423,320	\$159,902		-\$379,619	-\$263,418

202030.7101	EASTERN SHORE FOREST PRODUCTS	\$ 153.00	06/29/2007
202030.7101	LOWES'	\$ 104.37	07/01/2007

REIMBURSEMENTS FOR FY'06 EXPENDITURES

HARBOR FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHD	BUDGET AMEND
EXPENDITURES					
SALARIES					
308010.1001	SALARIES	\$26,167	\$ 19,248		-\$6,919
308010.1003	OVERTIME	\$200	\$ -		-\$200
	TOTAL	\$26,367	\$ 19,248		
BENEFITS					
308020.2001	SOCIAL SECURITY	\$2,018	\$ 1,464		-\$554
308020.2101	HOSPITALIZATION	\$4,152	\$ -		-\$4,152
308020.2201	RETIREMENT	\$1,215	\$ 915		-\$300
308020.2202	VRS LIFE INSURANCE	\$128	\$ 87		-\$41
	TOTAL	\$7,513	\$ 2,466		
OPERATION EXPENSES					
308030.3100	ADMIN. EXPENSE/TOWN	\$2,000	\$ 2,000		\$0
308030.7300	OPERATIONS, MAINT., ETC.	\$10,000	\$ 14,533	\$ 2,346	\$4,533
308030.8501	SUNDRY	\$1,000	\$ -		-\$1,000
	TOTAL	\$13,000	\$ 16,533		
CAPITAL IMPROVEMENTS					
308090.9124	TRF TO RESERVES	\$0			\$219,373
308090.9126	CMH REPLACEMENT PROJECT	\$302,720	\$ 26,245	\$ 1,005	-\$276,475
	TOTAL	\$302,720	\$ 26,245		
TOTAL HARBOR BUDGET		\$349,600	\$64,492		-\$65,735

-\$285,108

REVENUE

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	AUDIT ADJUST ENTRY		
304031.0100	INTEREST ON HARBOR SAVINGS	\$2,600	\$9,568	-\$429	\$6,968	\$6,968
304031.1000	HARBOR RENT	\$40,000	\$50,548		\$10,548	\$10,548
304031.1001	RENT NEW SLIPS (RESTROOM)	\$9,000	\$286		-\$8,714	-\$8,714
304031.1002	SUBLEASES	\$15,000	\$17,608		\$2,608	\$2,608
304031.1003	DRY/WINTER STORAGE	\$2,000	\$680		-\$1,320	-\$1,320
304031.1004	LOADING DOCK	\$5,000	\$5,175		\$175	\$175
304031.1050	VA PORT AUTHORITY GRANT	\$276,000	\$200,000		-\$76,000	-\$76,000
	TOTAL REVENUE	\$349,600	\$283,865		-\$65,735	-\$65,735

ACCOUNTS PAYABLE FY'08 FOR FY'07

308030.7300	WASTE MANAGEMENT	\$ 171.42	07/01/2007
308030.7300	THOMAS GARDENS	\$ 1,668.25	06/30/2007
308030.7300	CHURCH STREET SUPPLY	\$ 200.24	07/09/2007
308030.7300	PIERSON'S	\$ 169.50	07/11/2007
308030.7300	ALLIED TRAILERS SALES & RENTALS	\$ 136.50	06/18/2007
308090.9126	WHITMAN, REQUARDT AND ASSOC	\$ 1,005.47	07/13/2007

AUDIT ADJUSTING ENTRY NOT MADE PRIOR TO FINAL FY'07 PRINTOUT

RECEIPTS FOR NEW SLIPS POSTED INCORRECTLY JE MADE TO MOVE FUNDS TO RESTROOM RESERVE

TROLLEY FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHD	BUDGET AMEND
EXPENDITURES					
SALARIES					
703010.0100	SALARIES	\$48,500	\$25,961		-\$22,539
	TOTAL	\$48,500	\$25,961		-\$22,539
BENEFITS					
703020.2001	SOCIAL SECURITY	\$1,900	\$1,917		
	TOTAL	\$1,900	\$1,917		
OPERATION EXPENSES					
703030.3401	INSURANCE	\$5,500	\$642		-\$4,858
703030.4401	SIGNS/PRINTING/ADVERTISE	\$1,500	\$6,609	\$ 1,075	\$5,109
703030.4701	FUEL	\$3,500	\$9,074		\$5,574
703030.7302	EQUIPMENT REPAIRS/MAINT	\$9,500	\$5,453	\$ 152	-\$4,047
703030.8501	OTHER EXPENSES	\$5,000	\$52,030	\$ 338	\$47,030
	TOTAL	\$25,000	\$73,808		
CAPITAL IMPROVEMENTS					
703090.9001	TROLLEY PURCHASE	\$0	\$32,384		\$32,384
	TOTAL EXPENDITURES	\$75,400	\$134,071		\$58,653

REVENUE

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	AUDIT ADJUST ENTRY	BUDGET AMEND
704501.0100	TROLLEY GRANTS	\$55,200	\$120,912	-\$115,202	\$44,423
704501.0110	PROGRAM INCOME	\$5,000	\$5,790		\$790
704501.8900	TRANSFER FROM GEN. FUND	\$15,200	\$29,430		\$14,230
	TOTAL REVENUE	\$75,400	\$156,131		\$58,653

ACCOUNTS PAYABLE FY'08 FOR FY'07

703030.4401	BANK OF AMERICA	\$ 115.75	06/26/2007
703030.4401	GAM PRINTERS INC	\$ 958.83	06/13/2007
703030.7302	CHURCH STREET SUPPLY	\$ 45.26	07/09/2007
703030.7302	LOWES'	\$ 106.85	07/01/2007
703030.8501	BANK OF AMERICA	\$ 14.33	06/26/2007
703030.8501	SAFETY MANAGEMENT	\$ 129.00	06/08/2007
703030.8501	SAFETY MANAGEMENT	\$ 195.00	07/06/2007

AUDIT ADJUSTING ENTRY NOT MADE PRIOR TO FINAL FY'07 PRINTOUT

WATER FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHD	BUDGET AMEND	
EXPENDITURES						
SALARIES						
806210.1001	SALARIES	\$146,330	\$129,066		-\$17,264	-\$17,264
806210.1003	OVERTIME	\$3,000	\$2,275		-\$725	-\$725
806210.1004	PUMP DUTY	\$9,000	\$9,616		\$616	\$616
	TOTAL	\$158,330	\$140,956			
BENEFITS						
806220.2001	SOCIAL SECURITY	\$12,113	\$10,048		-\$2,065	-\$2,065
	HOSPITALIZATION	\$20,760	\$16,608		-\$4,152	-\$4,152
806220.2201	RETIREMENT	\$6,790	\$5,758		-\$1,032	-\$1,032
806220.2202	VRS LIFE INSURANCE	\$715	\$559		-\$156	-\$156
	TOTAL	\$40,378	\$32,974			
OPERATION EXPENSES						
806230.4401	OFFICE SUPP/EQUIP MAINT	\$3,000	\$3,816	\$ 697	\$816	\$816
806230.4403	POSTAGE	\$5,000	\$3,196		-\$1,804	-\$1,804
806230.4704	TOOLS	\$500	\$551	\$ 9	\$51	\$51
806230.4705	CHEMICALS	\$6,000	\$6,236	\$ 1,109	\$236	\$236
806230.6101	DUES/LICENSES	\$700	\$1,125		\$425	\$425
806230.6200	OTHER WATER DEPT EXPENSE	\$500	\$627		\$127	\$127
806230.7301	BUILDING MAINT/REHAB	\$500	\$1,473		\$973	\$973
806230.7302	EQUIPMENT REPAIRS	\$500	\$0		-\$500	-\$500
806230.7400	RAW WATER PURCHASE (NASA)	\$2,000	\$0		-\$2,000	-\$2,000
806230.7401	ELECTRICITY	\$40,000	\$41,517		\$1,517	\$1,517
806230.7402	LP GAS	\$300	\$339		\$39	\$39
806230.8101	DISTRIBUTION & REPAIRS	\$20,000	\$18,962	\$ 213	-\$1,038	-\$1,038
806230.8103	SUPPLY REPAIRS	\$15,000	\$19,223	\$ 5,324	\$4,223	\$4,223
806230.8202	PAGER/WELL MONITORING	\$1,000	\$292		-\$708	-\$708
806230.8204	MISS UTILITY	\$700	\$464	\$ 48	-\$236	-\$236
806230.8501	SUNDRY	\$200	\$27		-\$173	-\$173
806230.8601	REIMBURSEMENT TO FUND 10	\$105,144	\$105,144			
806230.8750	REGULATION COMPLIANCE	\$200	\$1,735		\$1,535	\$1,535
806230.8770	STATE GROUNDWATER PERMITS	\$6,042	\$6,695		\$653	\$653
	TOTAL	\$207,286	\$211,423			
CAPITAL IMPROVEMENTS						
806290.9101	WATER MAIN EXTENSIONS	\$30,000	\$16,038		-\$13,962	-\$13,962
806290.9201	AQUIFER TEST PLAN	\$20,000	\$391	\$ 391	-\$19,609	-\$19,609
806290.9505	WATER BOND-SUPPLY MAIN ST	\$123,871	\$113,549		-\$10,322	-\$10,322
806290.9506	WATER BONDS	\$380,002	\$248,500		-\$131,502	-\$131,502
806290.9600	WATER TANK PAINTING CTP	\$270,000	\$235,099		-\$34,901	-\$34,901
806290.9601	WATER TANK ROOF REPAIR	\$0	\$124,950		\$124,950	\$124,950
806290.9602	WATER TANK ROOF REPAIR RES	\$0	\$149,951		\$149,951	\$149,951
806290.9846	BASE MAPPING/GIS SYSTEM	\$2,000	\$867		-\$1,133	-\$1,133
	TOTAL	\$825,873	\$889,345			
TOTALS:		\$1,231,867	\$1,274,697		\$42,830	\$42,830

REVENUE

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	BUDGET AMEND	
804101.0100	WATER RENT	\$790,000	\$740,108	-\$49,892	-\$49,892
804101.2200	WATER ADJUSTMENTS	-\$2,000	-\$4,082	-\$2,082	-\$2,082
804131.0100	WATERLINE EXTENSIONS	\$20,000	\$14,468	-\$5,532	-\$5,532
804131.0200	SERVICE CONNECTIONS	\$30,000	\$14,779	-\$15,221	-\$15,221
804131.0300	INTEREST ON WATER SAVINGS	\$15,000	\$21,523	\$6,523	\$6,523
804131.0400	MISCELLANEOUS	\$1,000	\$0	-\$1,000	-\$1,000
804131.0500	AVAILABILITY FEES	\$190,000	\$23,400	-\$166,600	-\$166,600
804701.0100	TRANSFER FR WATER RESERVE	\$187,867	\$224,501	\$36,634	\$36,634
804701.0700	TRANSFER FR GENERAL FUND	\$0	\$240,000	\$240,000	\$240,000
TOTAL		\$1,231,867	\$1,274,697	\$42,830	\$42,830

ACCOUNTS PAYABLE FY'08 FOR FY'07

806230.4401	HARRIS	\$	696.84
806230.4704	LOWES'	\$	8.98
806230.4705	INTERCOASTAL TRADING	\$	864.00
806230.4705	SHERWOOD-LOGAN & ASSOCIATES, INC.	\$	118.24
806230.4705	COYNE CHEMICAL	\$	126.49
806230.8101	WALLOPS ISLAND BUILDING SUPPLY	\$	212.80
806230.8103	HD SUPPLY WATERWORKS	\$	4,819.07
806230.8103	CHURCH STREET SUPPLY	\$	323.70
806230.8103	WALLOPS ISLAND BUILDING SUPPLY	\$	100.90
806230.8103	EG&G	\$	80.00
806230.8204	VUPS	\$	48.00
806290.9201	BANK OF AMERICA	\$	390.61

MOSQUITO CONTROL FUND

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	ACCOUNT PAYABLE SCHED
EXPENDITURES				
SALARIES				
408510.1001	SALARIES	\$26,167	\$25,906	
408510.1003	OVERTIME	\$13,000	\$11,314	
	TOTAL	\$39,167	\$37,219	
BENEFITS				
408520.2001	SOCIAL SECURITY	\$2,997	\$2,804	
408520.2101	HOSPITALIZATION	\$4,152	\$3,161	
408520.2201	RETIREMENT	\$1,215	\$883	
408520.2202	VSRS/LIFE INSURANCE	\$128	\$85	
	TOTAL	\$8,492	\$6,934	
OPERATION EXPENSES				
408530.3401	INSURANCE	\$8,100	\$8,100	
408530.4401	OFFICE SUPPLIES	\$400	\$0	
408530.4705	CHEMICALS	\$30,041	\$24,998	\$ 14,892
408530.4706	CONTRACT SPRAYING	\$23,000	\$20,100	
408530.4801	TRAVEL, TRAINING, CONFERENCE	\$200	\$216	
408530.6204	TELEPHONE, PAGERS, OTHER	\$500	\$374	
408530.7101	ADVERTISING	\$200	\$321	
408530.7302	EQUIPMENT REPAIRS/MAINTENANCE	\$1,000	\$845	\$ 217
408530.7303	SAFETY EQUIPMENT	\$200	\$364	
408530.7304	VEHICLE MAINTENANCE	\$1,000	\$160	
408530.8501	SUNDRY	\$200	\$12	
408530.8551	RENT (10 OF 15)	\$5,000	\$5,000	
	TOTAL	\$69,841	\$60,490	
CAPITAL IMPROVEMENTS				
408590.9123	FOGGING PICKUP	\$14,000	\$12,599	
408590.9124	EQUIPMENT	\$1,000	\$11,525	
408590.9125	DRAINAGE	\$15,000	\$0	
	TOTAL	\$30,000	\$24,124	
TOTAL EXPENDITURES		\$147,500	\$128,767	

REVENUE

ACCOUNT	DESCRIPTION	FY 07 BUDGET	YEAR TO DATE TOTALS	AUDIT ADJUST ENTRY
404001.0100	REVENUE	\$ 140,000	\$ 136,891	
404020.0100	INTEREST ON M/C SAVINGS	\$ 7,500	\$ 13,709	-\$825
TOTAL REVENUE		\$ 147,500	\$ 150,600	

ACCOUNTS PAYABLE FY'08 FOR FY'07

408530.4705	ADAPCO	\$ 14,892.00	06/26/2007
408530.7302	BANK OF AMERICA	\$ 140.50	06/26/2007
408530.7302	BANK OF AMERICA	\$ 76.58	06/26/2007

AUDIT ADJUSTING ENTRY AFTER FINAL FY'07 PRINTOUT

IF TOWN MOVES \$15,000 FROM LGIP MOS. CTRL TO LGIP MOS CTRL DRAINAGE
NO BUDGET AMENDMENT NECESSARY

TO: Mayor Tarr and Town Council Members

THRU: Robert G. Ritter, Jr., Town Manager

FROM: Karen B. Hipple

SUBJECT: General Obligation Public Improvement Bond, Series 2005

During the recent audit of the Town's financial statements, it was discovered that the amortization schedule published in the Bond did not reflect the amount billed by Wachovia Bank. Further investigation with the bank and the Town's Bond Counsel revealed that a typographic error was made on page one of the Bond. The Town's monthly payment should be \$11,919.03. All other legal documents required in the issuance of this Bond state the correct amount.

Council is asked to consider adoption of the attached resolution.

At a regular meeting of the Council of the Town of Chincoteague, Virginia, held on the ____ day of _____, 2007, at the time and place established by the Council for such meetings, at which the following members were present and absent during the voting for the resolution referred to below:

PRESENT:

ABSENT:

the following resolution was adopted by the affirmative roll-call vote of a majority of all members of the Council, the ayes and nays being recorded in the minutes of the meeting as shown below:

MEMBER

VOTE

**AMENDING RESOLUTION TO CORRECT THE
GENERAL OBLIGATION PUBLIC IMPROVEMENT
BOND, SERIES 2005, ISSUED BY THE TOWN OF
CHINCOTEAGUE, VIRGINIA, ON OCTOBER 5,
2005**

WHEREAS, on October 5, 2005, the Council (the "Council") of the Town of Chincoteague, Virginia, issued and sold its \$1,200,000 General Obligation Public Improvement Bond, Series 2005 (the "Bond"), to Wachovia Bank, National Association (the "Bank"); and

WHEREAS, it has been determined that the Bond delivered to the Bank contained a typographical error in the amount of the combined monthly payment of principal and interest, and the Council desires to correct such typographical error;

**BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF
CHINCOTEAGUE, VIRGINIA:**

1. The payment amount in the second sentence of the first paragraph of the Bond is hereby corrected to insert \$11,919.03 in the place of \$11,913.03. The Director of Finance of the Town is hereby authorized and directed to have prepared a corrected page 1 of the Bond and to substitute such page on the original Bond held by Wachovia Bank, National Association.

2. This resolution shall take effect immediately.

The undersigned Town Clerk of the Town of Chincoteague, Virginia, certifies that the foregoing constitutes a true and correct extract from the minutes of a regular meeting of the Council of the Town of Chincoteague, Virginia, held on the ____ day of _____, 2007, and of the whole thereof so far as applicable to the matters referred to in such extract.

WITNESS my signature and seal of the Town of Chincoteague, Virginia, this ____ day of _____, 2007.

(SEAL)

Town Clerk, Town of Chincoteague, Virginia

MEMORANDUM

To: Mayor and Town Council

From: Jared B. Anderson, Town Planner

Date: September 17, 2007

Subject: Sight Distance Triangle

There is currently a direct conflict between Section 2.149 of the Zoning Ordinance and Sections 58-106 through 58-109 of Article VI of Chapter 58. It was recommended back in 2004 by both the Ordinance Committee and the Planning Commission that Section 2.149 of the Zoning Ordinance be repealed to alleviate the conflict. However, there is no documentation which would indicate that the process was completed. It came back to the Planning Commission in June, 2007.

At the August 28, 2007 Planning Commission meeting there was a public hearing. After the public hearing the Planning Commission made a motion to “recommend that Section 2.149 of the Zoning Ordinance be repealed.”

Prior to discussion, if Council so desires a motion could read “move to send these items to public hearing at the next Council meeting pursuant §15.2-2204 of the Code of Virginia.”

MEMORANDUM

THE TOWN OF CHINCOTEAGUE

To: Mayor and Council

From: Jared B. Anderson, Town Planner

Date: September 14, 2007

Subject: Exterior Door Landings

This Memorandum is reference to concerns over the lack of maneuverable space allowed for exterior door landings. Please review and if you have any questions please feel free to contact me (email: jared@chincoteague-va.gov, or 336-6519).

Currently, the Virginia Uniform Statewide Building Code (2003 Edition) states that “every landing shall have a minimum dimension of 36 inches (914 cm) measured in the direction of travel... [Additionally] the width of each landing shall not be less than the door served” (36 inch minimum).

There have been concerns that 36” x 36” for an exterior door landing is insufficient especially when there are mobility issues. There is literature that supports an increase in size for a landing so that persons with disabilities can safely maneuver in and out of an exterior doorway. The Center for Universal Design at North Carolina State University recommends a 5’ x 5’ landing for persons with disabilities.

The Planning Commission held a public hearing on August 28th, 2007 that was properly advertised after which the Planning Commission made recommendations to the Mayor and Council to amend sections 3.3.2, and 3.12.2 of the Zoning Ordinance:

Setback. Structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]** shall be located a minimum of 50 feet from any street right-of-way. When a structure is to be built in an area where there are existing structures, the minimum setback may be waived, and the setback line may be the average setback of the structures on either side. This shall not apply to corner lots or new subdivisions after enactment of this ordinance. This distance shall be known as the setback line.

The Planning Commission recommends the following amendments to sections 3.6.2, 3.9.2 of the Zoning Ordinance:

Setback. Structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]** shall be located a minimum of 25 feet from any street right-of-way. When a structure is to be built in an area where there are existing structures, the minimum setback may be waived, and the setback line may be the average setback of the structures on either side. This shall not apply to corner lots or new subdivisions after enactment of this ordinance.

The Planning Commission recommends the following amendments to sections 4.3.2, and 4.6.2 of the Zoning Ordinance:

Setback. Structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]** shall be located a minimum of 10 feet from any street right-of-way. When a structure is to be built in an area where there are existing structures, the minimum setback may be waived, and the setback line may be the average setback of the structures on either side. This shall not apply to corner lots or new subdivisions after enactment of this ordinance.

The Planning Commission recommends the following amendment to Section 3.3.5 of the Zoning Ordinance:

Corner lots.

(2) The side yard abutting or next to the street shall be 35 feet for both the main and accessory buildings/ structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]**.

The Planning Commission recommends the following amendments to Sections 3.6.5, and 3.9.5 of the Zoning Ordinance:

Corner lots.

(2) The side yard abutting or next to the street shall be 15 feet for both the main and accessory buildings/ structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]**.

The Planning Commission recommends the following amendments to Sections 4.3.5, and 4.6.5 of the Zoning Ordinance:

Corner lots.

(2) The side yard abutting or next to the street shall be 15 feet for both the main and accessory buildings/ structures **[excluding steps, and a landing not greater than 5 Feet x 5 Feet]**.

Safety & Transportation Committee Meeting
6 September 2007
MINUTES

Chairman Tarr called the meeting to order at 5:32 pm.

Present:	Hon. John H. Tarr, Chairman	Others Present:	Mr. Rob Ritter, Town Manager
	Hon. David Ross		Mr. Edward Lewis, Chief of Police
	Hon. Glenn Wolffe		Mr. Bryan Rush, Emerg. Svcs. Coord.
			Mr. Jack Van Dame, Trolley Manager

No one spoke for the open forum segment.

1. Emergency Management Report

A. EOP Revision – Mr. Rush stated that Mr. Nelson Jester has been a great help with the EOP revision and that he planned to begin a hard copy revision by the middle of September. Mr. Rush advised that each member has received an After Action Report for ESVAX 07 and that parts of the report are going to be used to update the EOP.

B. Training – Mr. Rush stated that there is a CERT class being held at the Chincoteague Community Center. Residents from Chincoteague, Captains Cove, and members from the Eastern Shore Area on Aging are participating. Mr. Rush also advised the committee that there was an Emergency Medical Technician Course being held at the fire station. Twenty students are enrolled. The students are from Chincoteague and other areas of the County. Mr. Rush believes there will be 3 or 4 students that will sign up locally to become volunteers, which will strengthen the volunteer ranks of EMS. Mr. Rush also advises that he will be implementing an Advanced Life Support continuing education class for the career EMS providers at which time they will also have their monthly staff meeting. He advised that he is also opening the class up to local volunteers and volunteers from the County. Councilman Wolffe advised that it would be a good idea to have Stephen Furness put an article in the paper about the ALS CE program. Mr. Rush has scheduled CPR class for the Police Department. Paramedic Drewer and Paramedic Holloway will be teaching the classes. It is Mr. Rush's goal to have all Town employees trained in CPR by the end of the year. Mr. Rush advised the committee that the USCG could not do the ICS 300 training; however, he found an ICS 300 & 400 class in Melfa September 29 and 30th from 09:00 – 17:00 and October 2 and 4th from 18:00 – 22:00. Let him know if anyone is interested in signing up. ICS 100, 200, IS 700 and IS 800 are prerequisites.

C. EMS Staffing - Mr. Rush updated the committee on the new EMS staffing. Since August the 5th, the career EMS employees have logged 81 EMS calls. Councilman Wolffe questioned if this was both volunteer and career or only career. Mr. Rush advised Councilman Wolffe that this was only career calls. Mr. Rush stated that as of today they have already logged 16 calls in September, which is busy for September. Councilman Ross questioned if there were any tallies kept on whether the calls are visitors or locals. Mr. Rush advised that he did not, but has an idea after reading through reports that most were locals. Councilman Wolffe asked how many of those calls were true ALS calls. Mr. Rush advised that he did not have the information in front of him, but recalls 68. Councilman Wolffe stated that his thoughts were that as we increase coverage in the future, that it may be beneficial to have a BLS unit as well. Mr. Rush advised that he is seeing a faster response from the volunteers as well as coming out more during the day so that one employee can stay behind

to get out a second ambulance with a volunteer. Councilman Ross questioned the times of CERT class. Mr. Rush advised the class was currently full and that it went from 09:00 to 17:00 daily. Councilman Wolffe questioned the age of EMS personnel to volunteer. Mr. Rush stated that a 16 year old can ride the ambulance, but to ride by themselves they must be 18.

G. Information (Fire / EMS Study by the County) - The Accomack County Board of Supervisors approved the monies for a Fire and EMS study for budget FY 07. The study has been completed and is now ready for viewing. The study can be viewed at www.acdps.net.

The study suggests the Town of Chincoteague to hand over their three EMS employees to the County Department of Public Safety, to better streamline the county. It also suggests that the county charge a fire/EMS tax for Chincoteague. This tax revenue would be placed in the county's funds. Also, the suggestion is for a countywide fire chief and that all companies turn their EMS billing money over to the county for services.

The Accomack County Fire Commission has heard a presentation from All Hands Consulting as well as the Accomack County Board of Supervisors. Various members from the Town and Fire Company were present. These meetings were informational. Mr. Rush said that some of the supervisors have requested that the County Fire Companies submit a letter supporting 10 – 12 actions from within the study. Mr. Rush said the Fire Commission meets the third Thursday of the month and that the study should be the hot topic.

H. Information – Mr. Rush stated that his intern Mr. John P. Lewis had applied for a grant in the spring from the Department of Fire Programs as part of his internship. Mr. Rush has found out that the grant for \$4,474.45 had been approved. The grant will be a 50/50 match for the Chincoteague Vol. Fire Co. They will be able to purchase wild land firefighting gear to include chainsaws. Mayor Tarr suggests that a letter be sent to Mr. Lewis recognizing his efforts. Councilman Ross asked what the SOP for a woods fire on Assateague consisted of. Mr. Rush advised that he did not know but would have to direct that question to the fire chief. Mr. Rush gave an update on a materializing tropical storm (later known as Gabrielle).

Councilman Ross questioned Mayor Tarr about a secondary EOC at NASA. Mayor Tarr advised that the Town was in the process of entering into a memorandum of understanding to have a secondary EOC on base as well as some dormitory space in the event that we were there a while. Councilman Ross questioned who will be responsible for equipment in the secondary EOC. Mayor Tarr said NASA will have phone lines and the EOC staff would take their laptop computers. Councilman Ross questioned how we would know to go their. Mayor Tarr said it would depend on the size and magnitude of the storm. Councilman Ross states there should be a plan. Mayor Tarr advised one would be drafted after the MOU with NASA is finalized. Councilman Ross agreed that a secondary EOC and that he was sure the proper planning would be done. He also stated that know one needed to be on Chincoteague if we were facing a category 3 storm. Mayor Tarr said that other issues with the fire company needed to be worked out as well as putting names and badges to those 10 – 12 people that will go to NASA.

H. Bike Path Safety – Mr. Rush stated that he was informed by Councilman Ross about the drain across the street along Deep Hole Road has a large drop-off and some type of barrier would suffice. The Mayor mentioned that Mr. Cosby is taking care of the situation. Councilman Ross made a comment that he would like to see a barrier similar to the barrier that the Assateague Park has along beach road near the pony pin.

2. Committee Member Comments

- Councilman Ross concerned that the barriers on the bike trail on Deephole Rd, requests a side panel similar to the barriers on Assateague by the horse pound. Mayor Tarr advises that the issue will be sent to Mr. Cosby.
- Councilman Ross concerned about parking downtown on the weekends. He is also concerned about parking on Maddox Blvd after the bridge is placed there. Councilman Ross suggests that council look into purchasing estate properties in the area to allow for more parking.
- Councilman Ross enquiring if a study will be done about the traffic flow on Maddox and turn lanes to alleviate traffic hazards. Mayor Tarr advised that VDOT did a study when the Deephole Rd. light was installed. The study puts a classification rating of A-E on the flows. That intersection was a class C and the study was to be good until 2020. VDOT believes that a light at Main St. and Maddox Blvd. will improve traffic flows in that area or at least not get any worse. Councilman Ross suggests that maybe redirecting traffic to Halley Whealton Smith Dr. would ease traffic flows. Mr. Tarr advises they will ask Mr. Holloway with VDOT if a study was or will be done about alternate traffic patterns. Councilman Wolffe suggests that information needs to be obtained to see if a Left Turn lane will be included in the traffic pattern. If not, it could potentially be a real mess. Councilman Wolffe suggests we advocate such a turn lane. Mayor Tarr states that the Town could add a turn lane after the fact but not with federal money from VDOT. Councilman Ross states that he thinks there is a right-a-way from Deephole Rd. to Chicken City near the Dollar General store. Mayor Tarr advised that is correct, but highly controversial because there are properties built in the right-a-way now.
- Mayor Tarr commented on his meeting with Mr. Jester. Mr. Jester says that we need to get information out. Using the web page was a great way. Mr. Rush advised that he sent information to the Mr. Chris Mills to update the Town's web page. Mayor Tarr suggests we test the phone lines in the EOC. He also stated we need to contact all involved parties to see if there is anything they want to add to their EOC stations.
- Mayor Tarr stated he was concerned about the equipment that was located in the channel owned by American Bridge Co. Mr. Rush advised he had been in contact with American Bridge to go over site safety plans as well as hurricane plans. American Bridge told him they would move the equipment out when a storm came. Further conversation in a separate meeting yielded information from the Coast Guard that the anchors would hold the barges in place. Mayor Tarr would like a meeting with American Bridge Company to confirm their plans.
- Councilman Ross commented that Island Communications tested the phone lines a few years ago and all was ok. He also asked Mr. Rush how many computers would be needed. Mr. Rush advised two would be sufficient. Councilman Ross questioned how many connections to the internet there were. Town Manger Ritter advised that there is now a wireless connection.
- Mayor Tarr also states that Mr. Jester recommends that we have a separate work station for call takers in the EOC.
- Mayor Tarr states he is looking for available grant monies as well as help through state and federal agencies to obtain a Fire/Rescue/Police boat for the island under advisement of Mr. Jester.

Adjournment

Councilman Wolffe made a motion and seconded by Councilman Ross, the motion was unanimous. The meeting was adjourned at 6:12 pm.